

# Letters of Notification

Rhode Island Department of Children, Youth and Families

**Policy: 500.0085**

*Effective Date: July 7, 1984    Revised Date: January 18, 2000    Version: 2*

Letters of Notification are used to acknowledge receipt of reports of suspected child abuse and/or neglect to the State Central Registry and to advise alleged perpetrators of the pending Child Protective Services investigations and the dispositions of those investigations.

## **Related Procedure...**

[Letters of Notification](#)

## Letters of Notification

### Procedure From Policy 500.0085: Letters of Notification

- A. Notification of Report of Suspected Child Abuse and/or Neglect by Child Protective Services (CPS)
  - 1. The **Notification of Child Protective Services Investigation (DCYF #180)** informs the subject that he or she has been identified as a suspected perpetrator in an alleged incident of child abuse or neglect. The notice is hand delivered by the investigator to suspected perpetrator. If suspected perpetrator cannot be found, the notice is mailed to his or her last known address.
  - 2. If the suspected perpetrator is a minor, the **Notification of Child Protective Services Investigation [2] (DCYF #181)** is used to inform the minor perpetrator's parent/guardian that child has been identified as a suspected perpetrator in an alleged incident of child abuse or neglect.
    - a. The notice is hand delivered by the investigator to the parent/guardian of suspected minor perpetrator. If the parent/guardian of suspected minor perpetrator cannot be found, the notice is mailed to his or her last known address.
    - b. In the case of a minor alleged perpetrator who is in DCYF placement, notification is also sent to the minor's primary worker for delivery to the minor.
  - 3. Templates for these notices are accessible on the network in ***Windows*** under **"New Office Document"**.
    - a. Worker documents in Investigation Observations/Recommendations in RICHIST that notice was sent.
    - b. Worker includes a copy of the form in the hard copy record.
- B. Notification of Investigation Findings
  - 1. The **Notification of Child Protective Services Investigation Findings (DCYF #182)** informs a person, who is alleged to have perpetrated abuse and/or neglect upon a child, whether the Department's CPS investigation will be "indicated" or "unfounded" and identifies the allegation(s) that have been "indicated" or "unfounded".
    - a. This is a RICHIST generated form. The date the form is sent is documented in RICHIST on the Basic tab of the Investigation window.
    - b. Worker includes a copy of the form in the hard copy record.
  - 2. This notice is mailed to the alleged perpetrator at his or her last known mailing address and advises the alleged perpetrator that:
    - a. In the case of an "indicated" finding, the record maintained by the Department is permanent unless appealed.
    - b. In the case of an "unfounded" finding, the record will be maintained by the Department for a period of three (3) years.
    - c. All persons who have been aggrieved by a CPS determination have a right to appeal. All requests for appeal shall be submitted in writing to the Director's Hearing Officer.

- d. Any person seeking to file an appeal must submit a written request within thirty (30) days of the date that individual receives written notice of the disposition of the investigation. The Department reserves the right to amend this time frame in accordance with or in compliance with any changes in the Administrative Procedures Act (R.I.G.L. § 42-35-1, et. seq.)
- e. The “indicated” finding may be disseminated to a prospective child care employer pursuant to the provisions of R.I.G.L. § 40-13.2-3.1, et. seq.
- 3. In the case of a minor alleged perpetrator, the following notification is made:
  - a. The **Notification of Child Protective Services Investigation Findings (DCYF #182)** is sent to the minor. Worker documents in Investigation Observations/Recommendations in RICHIST that notice was sent and a copy is included in the hard copy record.
  - b. The **Notification of Child Protective Services Investigation Findings [2] (DCYF #183)** is sent to the parent/guardian of a minor alleged perpetrator to inform the parent/guardian whether the Department’s CPS investigation will be “indicated” or “unfounded” and identifies the allegation(s) that have been “indicated” or “unfounded”.
    - i. A template for this notice is accessible on the network in ***Windows*** under **“New Office Document”**.
    - ii. Worker documents in Investigation Observations/Recommendations in RICHIST that notice was sent and a copy is included in the hard copy record.
  - c. In the case of a minor alleged perpetrator who is in DCYF placement, notification is also sent to the minor’s primary worker for delivery to the minor.
- 4. Notification is mailed within three (3) working days of completion of the investigation. For purposes of this paragraph, the completion of the investigation occurs when the investigator’s findings are approved by his/her supervisor.